

# **PERFORMING ACCOUNTS PAYABLE LOCK MAINTENANCE (AP-ADM-4)**

**FEBRUARY 1999**

***VERSION (2.0)***

# PERFORMING ACCOUNTS PAYABLE LOCK MAINTENANCE

## OVERVIEW

Accounts Payable locks prevent conflicting programs or functions from being selected simultaneously. When a program or function is selected in Accounts Payable, a check is done to see if a function is in use that would cause a conflict. If there is no conflicting function in use, the selection is allowed and a temporary lock record is created to prevent another user from selecting a conflicting function. This temporary lock record is automatically removed when the program or function is exited. If there is a power failure or a system problem, the lock record may have to be removed by using the AP Lock Maintenance screen.

## USING THE AP LOCK MAINTENANCE FUNCTION

AP Lock Maintenance:

- Displays which programs, if any, are in use (locked).
- Should be used to delete locks only if no one is accessing the programs listed as in use.

Example of AP locks in use:

- An Accounts Payable clerk is using the Automated Checks program to print vendor checks.
- Another clerk tries to access Invoice Maintenance.
- A potential conflict is prevented by blocking access to Invoice Maintenance, which cannot be accessed until the other program is exited.

The locks should not be deleted.

However,

- if no one was accessing the Automated Checks program, *and*
- a user could not access Invoice Maintenance, *and*
- the Automated Checks program was shown to be in use in AP Lock Maintenance, *then*

Delete the lock to allow access.

## A) FINANCIALS

### A) Auxiliary Programs

### C) AP Lock Maintenance

```

Session   Edit   Commands   Settings   Help
-----
Action: Find Next Prev Browse Del Chklock Exit
Query the current database table.

Program Name [                ]

User Name   [                ]

```

1. Select **Find** from the Ring Menu.
2. Press **ESC** to search for any locks.
3. If any inappropriate locks appear, select **Del** from the Ring Menu to delete them.
4. Select **Chklock** from the Ring Menu.

The A/P Check Printing Lock screen appears.

5. Select **Find** from the Ring Menu.
6. Press **ESC** to search for any locks.
7. If any inappropriate locks appear, select **Del** from the Ring Menu to delete them.